

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	1516
		Original Date	12/23/1996
	Department: Exposure Control Plan	Revised Date	03/01/2016
	Employee Medical Records		

POLICY:

The administration of this facility recognizes that the prevention of serious harm to its health care and support workers is heavily dependent on their reporting occupational exposure incidents.

Accordingly, Montana Mental Health Nursing Care Center employees must know that they can report every potential incident without concern for disclosure.

Procedures for Handling Employee Medical Records:

1. The Infection Control Nurse, responsible for maintaining employee health records, is responsible with the Board of Governors for maintaining the confidentiality of employee medical records associated with any potential or actual occupational exposure to blood borne pathogens incident. This responsibility includes the physical and administrative safeguards necessary for such protection.
2. At the employee's request, actual records of examinations and other required post-exposure incident information may be retained by the examining physician, including the employee's personal physician provided an inventory of the records held is signed by the physician and retained in the individual's medical records.
3. Employee medical records are confidential and shall not be disclosed or reported without the employee's express written consent to any person within or outside the workplace.

Exception being:

- A. Delivery to the Assistant Secretary (OSHA) or the Director (NIOSH) if requested and as required by OSHA Rules governing Occupational Exposure to Blood Borne Pathogens in accordance with 29 CFR 1910.20
- B. As required by any known local or state laws that may require disclosure without employee consent.

In the event of the possibility of an inadvertent or unauthorized disclosure, the Infection

Employee Medical Records

Control Nurse shall be notified immediately upon discovery.

The agent responsible for maintaining employee health records shall make records available for examination and copying upon request to the subject employee, to anyone proving that they have written consent of the subject employee or to the Assistant Secretary (OSHA) and the Director (NIOSH) in accordance with 29CFR 1910.20. The employee shall comply with the requirements involving transfer of records as set forth in 29 CFR 1910.20 (h).

These records shall be maintained for at least the duration of employment plus 30 years.

Required records

In the event an occupational exposure to blood borne pathogens incident occurs, the following records shall be maintained in a specific location under the control of the Infection Control Nurse.

This record shall include

1. The name and social security number of the employee.
2. A copy of the employee's Hepatitis B vaccination status including the dates of all Hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination.
3. A copy of all results of medical examinations, medical testing and follow-up procedures.
4. The employer's copy of the required health care professional's written opinion as to the need for and status of employee's HBV vaccination recommendations for post-exposure evaluation and follow-up and evidence that the employee has been informed of the results of the evaluation and has been told about conditions that could result from exposure to infectious material.
5. A copy of the information that was required to be provided for the health care professional by an approved physician. Examples of this information would include a description of the exposed employee's duties as they were related to the exposure incident, documentation of the route of exposure and circumstances under which exposure occurred.
6. Results of the source individual's blood test and the employee's blood test.